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## **GRC Environmental Programs Manual—Chapter 13**

# **Emergency Planning and Community Right-to-Know**

*Approved by: Energy and Environmental Management Office Chief*

*Distribution: BMS Library*

**NASA - Glenn Research Center  
Cleveland, OH 44135**

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### Change Record

Revision	Effective Date	Expiration Date	C-25, Change Request #	Description
A	4/2015	4/2020		Administrative Changes: Corrected name of office, corrected typos, changed SHED to SHeD, Added revision dates to forms.

*\*\*Include all information for each revision. Do not remove old revision data. Add new rows to table when space runs out by pressing the tab key in the last row, far right column.*

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## Chapter 13.—Emergency Planning and Community Right-To-Know

***NOTE:** This chapter is maintained and approved by the Energy and Environmental Management Office (EEMO). The last revision date of this chapter was March 2015. The current version is maintained on the Glenn Research Center internet at <http://www.grc.nasa.gov/WWW/FTD/EEMO/index.html>. Approved by: Chief of Energy and Environmental Management Office.*

### 1.0 PURPOSE

This chapter provides the requirements for compiling and reporting information concerning potential chemical hazards at Glenn Research Center (GRC) for both the employees, and community.

### 2.0 APPLICABILITY

This chapter is applicable to all civil servants and contractor employees assigned to GRC at Lewis Field and Plum Brook Station, and to any NASA-controlled, Government-owned facilities associated with GRC.

### 3.0 BACKGROUND

The Emergency Planning and Community Right-To-Know Act (EPCRA) was enacted in October 1986 in response to growing concern about the effect of chemical releases on communities. Although enacted as part of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), EPCRA is a freestanding law. It is intended to encourage and support emergency planning efforts at the State and local levels and to provide citizens and local governments with information concerning chemical releases and the potential chemical risks present in their communities.

This chapter conforms to the GRCs Environmental Management System (EMS) Manual as defined in GLPR [8553.1](#). This chapter supports the GRC Environmental Policy, promoting pollution prevention, regulatory compliance, and continuous improvement.

### 4.0 POLICY

It is the GRC policy to support our missions in an environmentally, economically, and fiscally sound, integrated, continuously improving, efficient, and sustainable manner. As part of the policy, the Center shall maintain Safety Data Sheets (SDSs) and shall provide a chemical inventory for the employees. Annually, current hazardous material information from the chemical inventory is provided to the local fire department, the Local Emergency Planning Committee (LEPC), and the State Emergency Response Commission (SERC) for EPCRA. The implementing regulations for emergency planning, emergency release notification and the chemicals subject to these regulations are codified in 40 Code of Federal Regulation (CFR) Part 355. The implementing regulations for community right-to-know reporting (or hazardous chemical reporting) are codified in 40 CFR Part 370.

### 5.0 RESPONSIBILITIES

#### 5.1 Energy and Environmental Management Office (EEMO)

- The Underground Storage Tank (UST) and Aboveground Storage Tank (AST) Program Leads shall provide a current tank list with the hazardous material information to the Safety and Health Division (SHeD) Occupational Health Branch to prepare the Inventory Reporting.
- The Air Program Lead shall provide hazardous material information to the SHeD Occupational Health Branch to prepare the Emissions Reporting.
- EEMO reviews, approves and submits the compiled Report.
- EEMO maintains the records.

#### 5.2 Logistics and Technical Information Division (LTID)

- LTID shall provide or give access to the LTID Applications website for hazardous material information to the SHeD Occupational Health Branch to prepare the Inventory Reporting.

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### 5.3 Contractors

- The contractors shall provide inventory information as stated in Federal Acquisition Circulars from the Federal Acquisition Regulation 52.223-5 (c) Pollution Prevention and Right-to-Know Information as stated below.

The Contractor shall provide all information needed by the Federal facility to comply with the following:

- The emergency planning reporting requirements of Section 302 of EPCRA.
- The emergency notice requirements of Section 304 of EPCRA.
- The list of Material Safety Data Sheets, required by Section 311 of EPCRA.
- The emergency and hazardous chemical inventory forms of Section 312 of EPCRA.
- The toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.
- The toxic chemical priority chemical, and hazardous substance release and use reduction goals of Section 502 and 503 of Executive Order 13148

### 5.4 SHed Occupational Health Branch

- Prepares the Emergency and Hazardous Chemical Inventory Forms to the Ohio SERC, the Cuyahoga County LEPC, and the Brook Park Fire Department for Lewis Field.
- Evaluates annual chemical usage and prepares (if necessary) the U.S. Environmental Protection Agency (EPA) Toxic Release Inventory Form(s) for the U.S. EPA Region 5 and Ohio EPA for Lewis Field. If no reporting thresholds are exceeded, the chemical usage shall be evaluated, documented, and filed for threshold calculations in the EMO file system for a 3-year period.
- In accordance to Executive order 13693, reports in accordance with the requirements of Sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S. Code, Section 11001 et seq.).
- Maintains the chemical inventory and the MSDS files.
- Prepares the Emergency and Hazardous Chemical Inventory Forms to submit to the Ohio SERC, the Erie County LEPC, and the Perkins Township Fire Department for Plum Brook Station.
- Evaluates annual chemical usage and prepares (if necessary) the U.S. EPA Toxic Release Inventory Form(s) to submit to the U.S. EPA Region 5 and Ohio EPA for Plum Brook Station. If no reporting thresholds are exceeded, the chemical usage shall be evaluated, documented, and filed for threshold calculations in the Plum Brook Station file system for a 3-year period. Maintains the chemical inventory provided by the Plum Brook support service contractor (SSC) and the MSDS files for Plum Brook Station.

## 6.0 REQUIREMENTS

### 6.1 Inventory Reporting

The EPCRA requires that GRC, which prepares or has available MSDSs for hazardous chemicals under the Occupational Safety and Health Administration (OSHA), prepares and submits an Emergency and Hazardous Chemical Inventory Form to the Ohio SERC, the LEPC, and the local fire department with jurisdiction over the facility (Lewis Field or Plum Brook Station).

GRC at Lewis Field and Plum Brook Station are subject to report because they both meet the requirement of a facility that maintains hazardous chemicals in amounts above established reporting threshold quantities

The U.S. EPA has published a list of extremely hazardous substances in 40 CFR Part 355 and has established a permanent threshold planning quantity for each substance on the list. The reporting thresholds currently apply to hazardous chemicals present at a facility in quantities equal to or greater than 10,000 lb or to extremely hazardous substances present in quantities equal to or greater than 500 lb (nominally 55 gal), or the threshold planning quantity (TPQ), whichever is less.

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GRC shall submit the inventory forms annually by March 1 for both facilities. In compliance with EPCRA requirements, GRC reports on those hazardous chemicals or extremely hazardous substances that are present at any time during the year in quantities equal to or greater than the TPQs.

Ohio State Emergency Response Forms (Ohio EPA Forms 0316 and 0317) are used by GRC to fulfill the annual (by March 1) reporting requirements.

## **6.2 Emissions Reporting**

The EPCRA also requires a report of emissions of toxic chemicals from facilities that manufacture, process, import, or otherwise use a listed toxic chemical above the threshold quantities. If thresholds are exceeded, Executive Order 13423 extends this reporting requirement to Federal facilities. The U.S. EPA Toxic Release Inventory Reporting Form (Form R) is used by GRC for reporting this information annually to the EPA by July 1.

## **7.0 RECORDS**

- Ohio State Emergency Response Forms (Ohio EPA Forms 0316 and 0317).—Maintained by EMO for Lewis Field and Plum Brook Station.
- U.S. EPA Toxic Chemical Release Inventory Reporting Form R.—Maintained by EMO for Lewis Field and Plum Brook Station.

## **8.0 REFERENCES**

<b>Document Number</b>	<b>Document Name</b>
29 CFR 1910.1200	Hazard Communication Standard
40 CFR 350	Trade Secrecy Claims for Emergency Planning and Community Right-to-Know Information, and Trade Secret Disclosures to Health Professionals
40 CFR 355	Emergency Planning and Notification
40 CFR 370	Hazardous Chemical Reporting; Community Right-to-Know
40 CFR 372	Toxic Chemical Release Reporting; Community Right-to-Know.
Executive Order 13148	Greening the Government Through Leadership in Environmental Management.
Executive Order 13423	Strengthening Federal Environmental, Energy, and Transportation Management.
Executive Order 13693	Planning for Federal Sustainability in the Next Decade,
<b>GLM-FE-8500.1-20</b>	NASA Glenn Environmental Programs Manual, Chapter <b>20</b> HAZCOM Program
<b>GLM-FE-8500.1-14</b>	NASA Glenn Environmental Programs Manual, Chapter <b>14</b> , Acquisition of Hazardous Chemicals and Materials
<b>GLM-FE-8500.1-20</b>	NASA Glenn Environmental Programs Manual, Chapter <b>20</b> , Hazard Communication Policy

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## **APPENDIX A.—DEFINITIONS AND ACRONYMS**

**Code of Federal Regulations (CFR)**

**Emergency Planning and Community Right-to-Know Act (EPCRA)**

**Energy and Environmental Management Office (EEMO)**

**Environmental Management System (EMS)**

**Environmental Protection Agency (EPA)**

**Glenn Procedural Requirement (GLPR)**

**Glenn Research Center (GRC)**

**Hazardous chemical.**—Any chemical that is a physical or health hazard as defined by Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1200, Hazard Communication Standard.

**Hazardous material.**—Any material defined as hazardous under 40 CFR 171.8, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and which has been so designated. Such material has one or more toxic, flammable, corrosive, or reactive properties. All materials listed under Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986 are included.

**Local Emergency Planning Committee (LEPC)**

**Material Safety Data Sheet (MSDS)**

**Occupational Safety and Health Administration (OSHA)**

**Release.**—Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, dumping, or disposing into the environment (including abandonment or discarding of barrels, containers, and other closed receptacles) of any toxic chemical.

**Safety and Health Division (SHeD)**

**State Emergency Response Commission (SERC)**

**Superfund Amendments and Reauthorization Act (SARA)**

**Support service contractor (SSC)**

**Threshold planning quantity (TPQ).**—The quantity for an extremely hazardous substance as defined in 40 CFR 355.

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